Using the Electronic Field Office Technical Guides (eFOTG)

About eFOTG

Technical guides are a primary technical references for NRCS. They contain technical information about the conservation of soil, water, air, and related plant and animal resources. Technical guides used in each field office are localized so that they apply specifically to the geographic area for which they are prepared. These documents are referred to as Field Office Technical Guides (FOTGs). In consideration of recent e-government and Farm Bill 2002 initiatives, the Electronic Field Office Technical Guide (eFOTG) provides Web access to guidance documents, databases, computer programs, and other electronic-based materials associated with the Field Office Technical Guide.
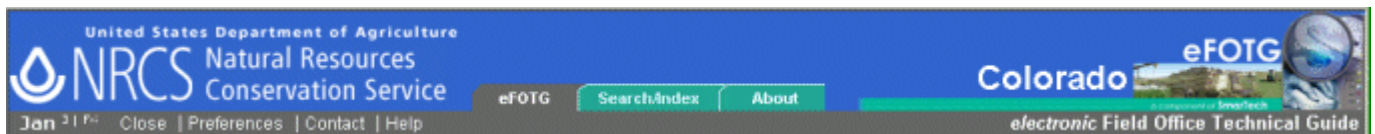
To access to eFOTG

The public may access eFOTG from the NRCS Technical Resources webpage http://www.nrcs.usda.gov/technical/efotg/ . From that page click on the state whose eFOTG you wish to access.

NRCS employees may also access the internal version of eFOTG through the NRCS portal, **my.NRCS** http://my.nrcs.usda.gov using a PRMS login. **My.NRCS** also provides access to other internal web information customized according to the location information in the user's PRMS profile. A PRMS login is required to fully access eFOTG.
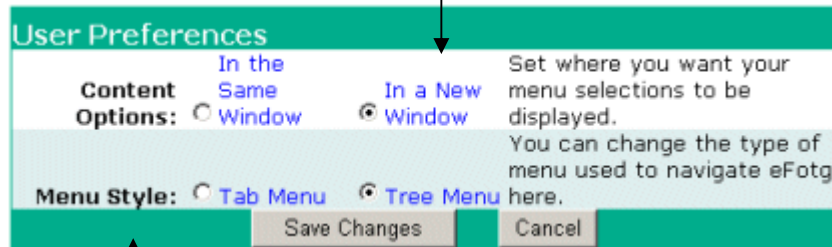
To change user preferences:

1. After selecting your state, the main eFOTG page should come up. Click **User Preferences** below the menu bar.

United States Department of Agriculture
NRCS Natural Resources Conservation Service   eFOTG | Search/Index | About   Colorado   eFOTG
Jan 31   Close | Preferences | Contact | Help   electronic Field Office Technical Guide

User preferences

Tab display retains screen width for content viewing.

Tree display uses left frame, but shows structure and clearly identifies entries as folders or content within structure shown onscreen.

User Preferences

Content Options: ○ In the Same Window   ● In a New Window   Set where you want your menu selections to be displayed.

Menu Style: ○ Tab Menu   ● Tree Menu   You can change the type of menu used to navigate eFotg here.
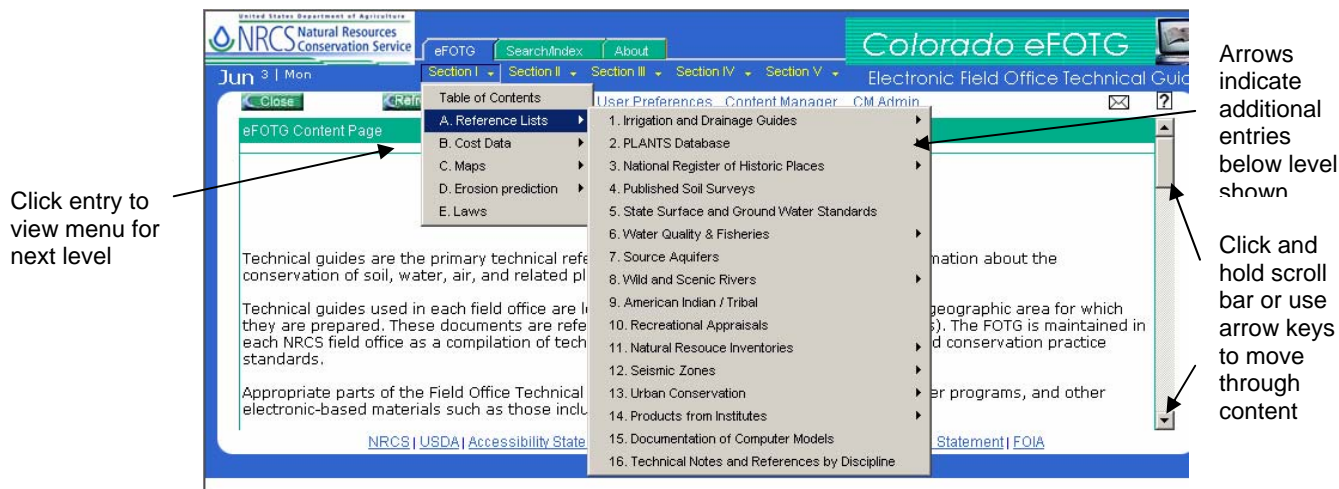
Save Changes   Cancel

New Window option causes each page to be displayed in a separate window, while keeping open the original window. This facilitates comparing documents while maintaining your original frame of reference.

2. Select **Content Options** and **Menu Style** option.
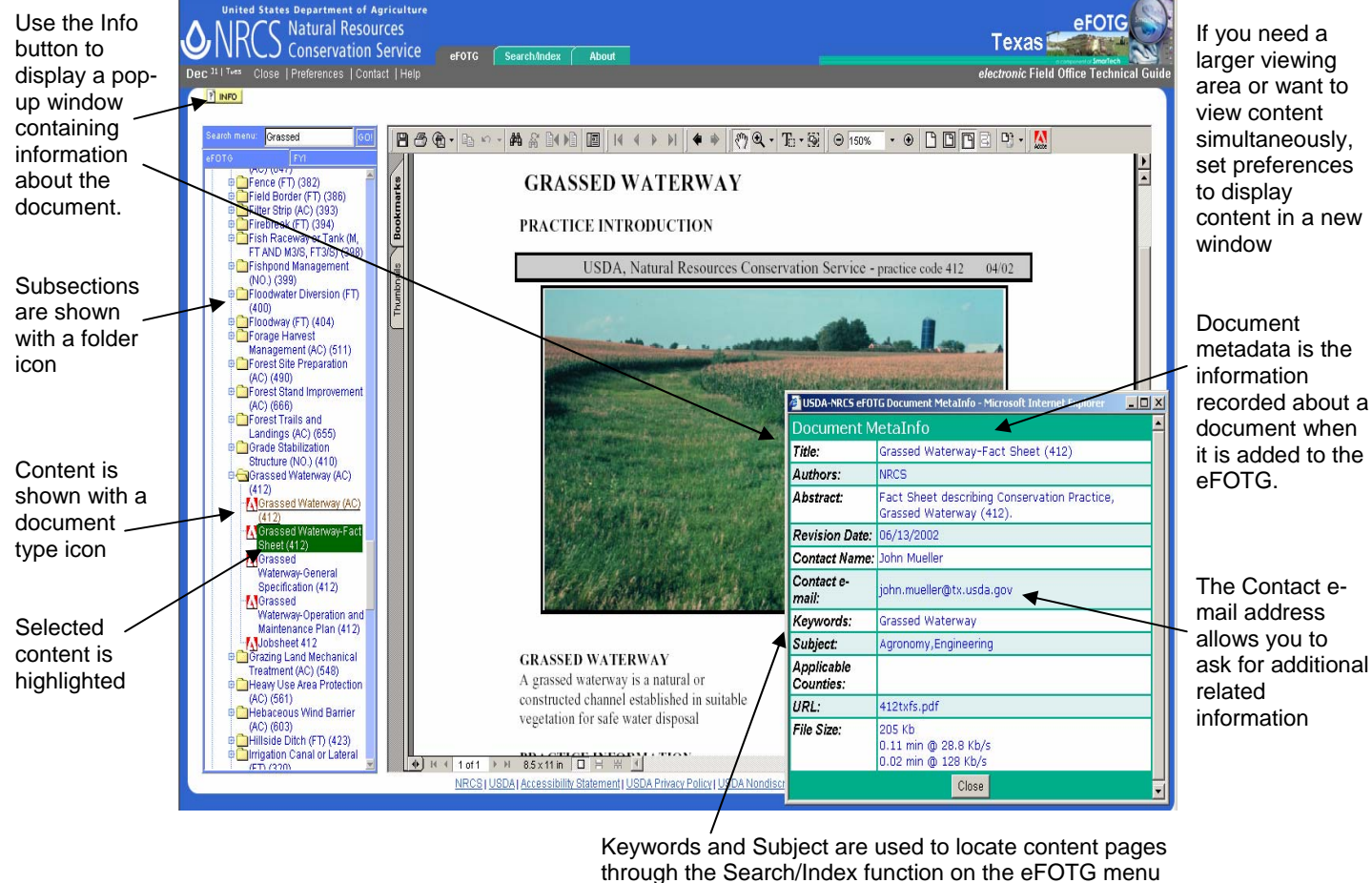3. Click **Save Changes**.

To locate content in eFOTG:

Note: The following screens show different states and different user preferences. They are intended to show you a wide range of viewing options in a quick overview. Figures labels identify the preferences chosen.

eFOTG menus in tab view

Click entry to view menu for next level

Arrows indicate additional entries below level shown

Click and hold scroll bar or use arrow keys to move through content

Tree view menu with document information window

Note: The screen below shows the tree menu in left frame with the selected content highlighted in green. The content shows in the right frame. The small window is an optionally shown information window.

Use the Info button to display a pop-up window containing information about the document.

Subsections are shown with a folder icon

Content is shown with a document type icon

Selected content is highlighted

If you need a larger viewing area or want to view content simultaneously, set preferences to display content in a new window

Document metadata is the information recorded about a document when it is added to the eFOTG.

The Contact e-mail address allows you to ask for additional related information

Keywords and Subject are used to locate content pages through the Search/Index function on the eFOTG menu

To search for content in eFOTG:

1. Click the **Search/Index** tab on the main menu bar. Enter a keyword or phrase to locate eFOTG content by a specific words that are contained in the Content Display Title, Abstract, or Keywords.
2. Click **Key Word Search**.

Searched on the Keywords "pest management" and found 3 documents

Note: In the above Search the Subject "Agronomy" is ignored when Keyword Search is clicked
Or,

1. Select a subject from the dropdown list to select a broader category of entry.
2. Click **Subject Search**.

Searched on the Subject "Biology" and found
29 documents which are displayed 5 at a time